



CITY OF ST. CHARLES
POSITION DESCRIPTION
Street Laborer I /Maintenance Worker

Department: Public Works – Street Street Division FLSA Status: Non- Exempt

Reports to: Foreman/Crew Leader/Equipment Operator Union: Teamsters

Positions supervised: Summer Employee(s)

Position Description Overview

This position is responsible for performing a variety of manual, semi-skilled, and skilled tasks in the construction, maintenance, and repair of the City's Public Works facilities under the general supervision of a Foreman, Crew Leader, and/or Equipment Operator.

Essential Functions and Responsibilities

1. Perform various standard tasks using a wide variety of manual and powered equipment including, backhoe, endloader, street sweeper, bobcat, shovels, power saws, chippers, compressors, tampers, rakes, jackhammers, etc. Pour and shovel asphalt, concrete, gravel, hot and cold patch, oil, and similar materials. Drive one of a variety of vehicles on a daily basis and receive training in the operation and care of vehicles and equipment used.
2. Repair curbing, storm sewers, sanitary sewers and sidewalks using jackhammers, picks, shovels and other related equipment; fragment curbing and sidewalks for replacement and removal; place forms and shapes; and finish concrete and patches adjoining road surfaces, as needed.
3. Maintain and inspect storm and sanitary distribution system using sewer jet, vacuum trucks, TV van, and other related items. Repair sanitary lines when blockage occurs using rodding machine and other tools. Inspect and maintain trunk sewer lines, manholes, river/creek basins and other related areas. Repair yards and fences. Replace or repair catch basins, culverts, retaining walls and broken drainage pipes.
4. Respond to emergency situations such as snow removal, etc. and support other City departments/divisions in the abatement of emergency situations.
5. Perform work related to Citywide programs such as leaf pick-up, brush pick-up, and spring clean up, or any additional Citywide programs.
6. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
7. Adhere to all departmental and City safety policies.

Ancillary Functions and Other Duties

1. Learn basic care and trimming of parkway trees.
2. Perform other duties as required or assigned.

Basic Requirements

Knowledge, Skills, and Abilities

1. General knowledge of streets and/or sewer maintenance and repair methods, procedures, and techniques.
2. General knowledge of all applicable safety procedures and precautions.
3. Working knowledge of the operation and maintenance of all pertinent machinery, equipment and tools.
4. Strong interpersonal communication skills for interaction with elected and appointed officials, co-workers, agencies and other governmental units, and the public.
5. Ability to understand and follow oral and written instructions and to prepare written records and reports.
6. Ability to work outdoors under severe weather conditions, such as extreme heat and cold, high winds, severe snow or rain storms, flood conditions, etc.
7. Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, etc.
8. Ability to perform manual labor under a variety of conditions which may require walking, climbing, crawling, kneeling, stooping, standing and/or sitting for extended periods of time.
9. Ability to move, remove, and replace heavy objects and use heavy tools and/or equipment weighing up to 100 lbs., such as manhole covers, sacks of cement, gravel, jackhammers, etc.
10. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and signals, and calls for help from a co-worker, etc.
11. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week.
12. Ability to work in confined spaces, as narrow as thirty-six (36) inches in diameter.
13. Ability to smell sewer gases, Northern Illinois Gas problems, and other hazardous odors.

14. Ability to learn the geographic region of the City.
15. Ability to maintain primary residency within the following boundaries within six (6) months of employment: north to Rt. 20 (Plank Road (KC Rte. 22 and 38), west to County Line Rd. to KC Rte. 4 (Perry Rd.), south to IL 56 to Galena Blvd. to Orchard Rd. to Indian Trail Rd. to I 31 to I 88, east to Rt. 59 including the City of West Chicago to County Farm Rd.
16. Possession of a valid CDL class driver's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.

EXPERIENCE AND EDUCATION

1. High school diploma or equivalent.
2. Minimum of one (1) year experience
3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources
Street Laborer I/Maintenance Worker
5/12/03

Date